

**SAMPLE**  
**Contract Change Order Memorandum**

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

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**CONTRACT CHANGE ORDER MEMORANDUM**

CEM-4903 (REV 06/2006)

DATE \_\_\_\_\_

TO			FILE	
FROM			E.A. _____	
			CO-RTE-PM _____	
			FED NO. _____	
CCO NO.	SUPPLEMENT NO.	CATEGORY CODE: <b>CFSB</b>	CONTINGENCY BALANCE (including this change): \$ _____	
\$0.00 <input type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE			HEADQUARTERS APPROVAL REQUIRED? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Supplemental Funds Provided \$ _____			IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
ORIGINAL CONTRACT TIME: _____ DAY(S)	TIME ADJUSTMENT THIS CHANGE: _____ DAY(S)	PREVIOUSLY-APPROVED CCO TIME ADJUSTMENTS: _____ DAY(S)	PERCENTAGE TIME ADJUSTED (Including this change) _____ %	TOTAL # OF UNRECONCILED DEFERRED-TIME CCO'S (Including this change) _____

THIS CHANGE ORDER PROVIDES FOR (Use additional pages as needed):

Revising Section 90-2.01, "Cement," of the Standard Specifications to conform to current requirements for limestone content.

This change is in accordance with the Division of Construction memorandum CPD 07-2, which provides blanket authorization to issue and approve this particular change.

This change has been approved under a statewide blanket prior approval by Mr. Jason Dietz, FHWA, for projects that include federal funding. A copy of the approval, dated 02/05/2007, for this change is attached.

There will be no cost or credit to the State because of this change. Contract time will not be adjusted because of this change.

CONCURRED BY:		ESTIMATE OF COST	
CONSTRUCTION ENGINEER/ BRIDGE ENGINEER	DATE	THIS REQUEST	TOTAL TO DATE
		ITEMS	
PROJECT ENGINEER	DATE	FORCE ACCOUNT	_____
		AGREED PRICE	_____
PROJECT MANAGER	DATE	ADJUSTMENT	_____
			_____
FHWA REP.	DATE	<b>TOTAL</b>	<b>\$0.00</b>
Jason Dietz (if federally funded)	2/5/2007	<b>FEDERAL PARTICIPATION</b>	
ENVIRONMENTAL	DATE	<input checked="" type="checkbox"/> PARTICIPATING <input type="checkbox"/> PARTICIPATING IN PART <input type="checkbox"/> NONE	
		<input type="checkbox"/> NON-PARTICIPATING (Maintenance) <input type="checkbox"/> NON-PARTICIPATING	
OTHER (SPECIFY)	DATE	<b>FEDERAL SEGREGATION (If more than one funding source or P.I.P. type)</b>	
Tom Pyle, Chief Office of RPM & SC	1/26/2007	<input type="checkbox"/> CCO FUNDED PER CONTRACT <input type="checkbox"/> CCO FUNDED AS FOLLOWS	
	DATE	FEDERAL FUNDING SOURCE	PERCENT
HQ OR DIST. PRIOR APPROVAL BY	DATE	_____	_____
		_____	_____
RESIDENT ENGINEER SIGNATURE	DATE	_____	_____

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